



**THE NAASE - USCJ JOINT COMMISSION FOR  
THE PLACEMENT OF EXECUTIVE DIRECTORS  
Courtesy Listing for Non-USCJ-affiliated Congregations**

Date: April 8 2023

Name of Congregation:

Address:

Congregation Bet Haverim

2074 Lavista Rd, Atlanta, GA 30329

Phone:

E-mail:

404-315-6446

EDSearch@cbhatlanta.org

President:

Phone:

E-mail:

Lauren Levin

president@CBHAtlanta.org

Name of the Personnel Committee Chair:

Phone:

E-mail:

Carrie Hausman

carriesfbay@yahoo.com

The previous Executive Director:

Served the congregation from:

to

Greg Lawrence

August 2021

present

Reason(s) for the existing vacancy: Contract not being renewed

When does incumbent's contract expire?

August 2023

If he/she has been informed, is the termination of the incumbent's contract agreeable to both parties? Yes

Person to receive candidate referrals is:

Name:

E-mail address:

Daytime phone:

EDSearch@CBHatlanta.org

## INFORMATION ABOUT THE CONGREGATION

Number of Members     281 full member households     Annual Operating Budget \$906K  
   34 associate member households

Number of Professional Staff Members:

Rabbi(s)   One Senior

Cantor(s)   *(none)*

Education Director     One

Youth Director

Ritual Director

Program Director

Others (List Please)

Executive Director

Music Director

Chorus Director (part-time)

Size of the Office Staff     2 full time, 1 part-time

Event Manager / Rabbi Assistant

Office Administrator

Event and Engagement Associate (part time)

Size of the Maintenance Staff     one part time contract custodian, one part-time contract  
gardener/ground keeper

## INFORMATION ABOUT THE POSITION

Describe the duties of the Executive Director (If you wish, attach a job description –Word .doc or .rtf )

List special qualifications required of the Executive Director (This too, can be included in a separate attachment file.)

Annual salary range for the Executive Director \$ \$75,000 to \$100,000     -

**NOTE:** A number of congregations have asked us, “Why do you request a salary range for the placement listing?” The reason is that while professional compensation is certainly a negotiated matter between the congregation and the candidate, by providing a salary range the potential candidates have an opportunity to judge the viability of the position before both parties spend time and effort only to find

that it might not be economically possible for the candidate to accept an offer. Also, the congregation runs the risk that viable candidates do not apply, because of the missing information that might motivate their interest. So, our experience tells us that supplying sufficient compensation information, even if only a salary range, proves to be helpful to the congregation as well, in knowing that candidates who apply are expressing an informed interest.

In addition to the salary shown above, the congregation provides the following benefits:

Health Insurance	Yes	Life Insurance
Unemployment Insurance		Professional Development Allowance
Disability Benefits		Other: Opportunity to contribute to a 401k
Pension Plan		Describe:

Benefits include paid personal time off, professional development opportunities, healthcare benefits package, access to a 401K plan, and flexible spending account

When will employment commence?

TBD, target start not later than July 2023

What else does an applicant need to know about your congregation, the position or your city?

#### **CERTIFICATION**

**All correspondence will be by e-mail. Please note that the congregation will be responsible for the travel expenses of any candidate asked to meet on-site with the congregation's Search Committee. Further, the Joint Placement Commission serves as a clearing house to disseminate information supplied by the congregation to potential candidates, and does not endorse or rate any candidate. It is totally the responsibility of the congregation to perform and complete its due diligence in researching and validating the background, experience and any claims made by candidates under consideration by the congregation.**

**Jackie Sherman**  
Signature of synagogue officer making this submittal

**April 9, 2023**  
Date

**Please save this completed document file in the format as "CongregationName-City.doc"  
and then e-mail it to [Placement@NAASE.org](mailto:Placement@NAASE.org).**

## **WHO WE ARE**

Congregation Bet Haverim (CBH) is a vibrant Reconstructionist synagogue founded by the LGBTQ community in 1984 and now open to all Jews and their loved ones. Inspired by the chutzpah of our founders, CBH's mission is to promote a bold and expansive Jewish identity and culture emphasizing inclusivity, creativity, spirituality, and social justice. Our community today is made up of 300 diverse member households as well as the broader progressive Atlanta Jewish community: we are gay, straight, and all over the gender continuum; we are racially and ethnically diverse; we are learners and mavens, skeptics and spiritualists. We are committed to accessibility, offering many of our programs via Zoom and YouTube, in addition to onsite in Atlanta.

## **ROLE & VISION**

We are seeking an Executive Director to partner with the Rabbi, staff and lay leadership to develop and implement programs, envision and create opportunities, and deliver the highest level of service to our mission and to our community on a day-to-day basis. The ideal candidate will be smart, creative, personable and organized, and a strong, hands-on leader. The Executive Director will report to the Board of Directors and will work in close collaboration with the Rabbi. Along with the Rabbi and Board President, the Executive Director will often represent CBH in the external Jewish and non-Jewish community.

The Executive Director is responsible for the smooth day-to-day functioning of the organization as well as the achievement of the vision, mission and goals of the congregation. They must have the ability to put systems and processes in place, and the understanding and skills to effectively lead and leverage staff and volunteer resources in support of all responsibilities and accountabilities.

## **AREAS OF RESPONSIBILITY**

### Organizational Development & Fundraising

- In conjunction with Board and lay leaders raise funds to support CBH, including donor stewardship for various types of giving and the development and execution of fundraising strategies and events
- Work collaboratively with Board leadership to ensure effective Board operations, and support the determination and implementation of strategy to realize the organization's vision
- Develop and implement strategies to recruit, integrate and retain synagogue members
- Oversee / manage the annual membership renewal process and cultivation of membership donations
- Develop and provide support to volunteer committees, teams and task forces
- Build and maintain effective relationships with staff, congregants and community partners
- Serve as liaison with Reconstructing Judaism, and identify opportunities from many sources which the congregation may want to pursue

### Financial Planning and Oversight

- Ensure the fiscal integrity of the organization by developing an annual budget and providing monthly financial statements and supporting documentation and analysis that accurately reflects the financial condition of the organization
- Manage operations to ensure adherence to approved budget
- Understand financial management and accounting principles and ensure that financial controls and procedures are in place and adhered to
- Oversee all fiscal operations and provide support to the Treasurer and other lay leadership involved in financial matters

- Oversee payments to vendors and manage payroll, ensuring accuracy and timeliness
- Work directly and confidentially with congregants and prospective members regarding annual dues and other financial matters

#### Administrative Management (Office, Facilities and Human Resources)

- Oversee day-to-day operations including staff, facilities, and communications
- Supervise and mentor all administrative and facilities employees, with the exception of the Rabbi. Responsibility for supervising the Education Director will be shared with the Rabbi.
- Ensure that the staff structure meets the needs of the congregation and develop and implement effective job descriptions, evaluation tools, and internal systems
- Ensure that the congregation has the necessary contractors in place to meet its needs, e.g. security, building and grounds maintenance, janitorial, etc.
- Work in partnership with lay leadership to plan and execute short and long-term facility improvements and security needs
- Undertake hiring, training, and terminations as necessary and in consultation with other senior staff and lay leadership, and in compliance with state and federal law
- Maintain organized records / documentation pertaining to all systems, processes and policies, including relevant financial and HR policies
- Maintain employee files, track vacation and sick days, and ensure annual performance evaluations are conducted

#### Events and High Holidays

- Oversee the calendar of programs, events and services to assure appropriate facilities and equipment set-up and staff support
- Work closely with staff and Rabbi to coordinate planning and delivery of High Holiday services and programs including coordination of external vendors, staff assignments, and lay leadership involvement
- Take a significant role in planning and overseeing all other major events scheduled throughout the year
- Assure supervision of all custodial and kitchen staff and hire, train, or terminate as necessary
- The Executive Director is expected to be present on-site to support all major events, and a number of routine weekly services and events, or to otherwise assure an appropriate level of staff and contractor support

#### Communications and Marketing

- Provide oversight to the Communications Manager to produce communications and marketing materials and execute social media strategy
- Oversee maintenance of congregational website content
- In collaboration with the Senior Rabbi and Board President, manage all communications with the media
- Collaborate with the Rabbi and other staff to develop short- and long-term public relations and marketing strategies for CBH

#### **WE ARE SEEKING**

- Five years of relevant experience required, including the management of staff, finances, program / service delivery, fundraising, and working with volunteer Boards of Directors. Preference for management experience in organizations with annual budget between \$750K - \$1.5MM, and for experience in a nonprofit or membership organization setting
- Exceptional people-management, leadership, organizational and reporting skills
- Demonstrated ability to effectively work with diverse populations
- An understanding of Jewish practice and Jewish values in a progressive context
- Exceptional communication skills
- Demonstrated experience in project management and event management
- Vision, initiative, persistence, ingenuity, and action-orientation
- Bachelor's degree required. Graduate degree in the field of management, synagogue administration or Jewish communal service viewed favorably
- Software skills: Word, Excel, Powerpoint, GoogleDocs and Sheets, QuickBooks, ShulCloud

#### **POSITION STRUCTURE AND COMPENSATION**

- This is a full-time, exempt, executive leadership position. The Executive Director leads the staff and oversees all aspects of operations. The Executive Director reports to the Board of Directors.
- Onsite availability during business hours, as well as frequent evenings and weekends is required, to support the services and programs we offer our community.
- Compensation is set by the Board of Directors and reviewed on an annual basis. It is set to be in-line with compensation for Executive Director roles at other Atlanta nonprofit organizations of similar size and scale, and commensurate with experience. The hiring annual salary range for this position is \$75,000 to \$100,000.
- Benefits include paid personal time off, professional development opportunities, healthcare benefits package, access to a 401K plan, and flexible spending account.
- No relocation allowance is being offered.

#### **HOW TO APPLY**

Please send cover letter explaining your interest and qualifications, and resume to [EDSearch@cbhatlanta.org](mailto:EDSearch@cbhatlanta.org).

Applications will be reviewed on a rolling basis. Final candidates will be asked to provide at least 3 professional references.